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ABSTRACT

This paper presents guidelines for students attending New Hampshire Technical College at Manchester who are preparing term papers or short essays, and can serve as guidelines for students in other colleges as well. The paper discusses the outline; setting the parameters; sections of a term paper; text format; documentation; bibliographic format; charts, tables, diagrams, and illustrations; and paginating the term paper or short essay. Appendixes present a sample title page, a sample first page for a short essay, a sample of the optional page of content form, and a sample bibliography. (RS)

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ED 390 055

Guidelines for Term Papers and Short Essays

N.H. Technical College at Manchester

Learning Resources Center

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August 1995

Seventh Revision

CS215153

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Guidelines for Term Papers

N.H. Technical College at Manchester

OUTLINE

I. Outline

II. Setting the Parameters

III. Sections of a Paper

IV. Text Format

V. Documentation

VI. Bibliographic Format

VII. Charts, tables, diagrams and illustrations

VIII. Paginating the paper

Appendices

Definition

A research or term paper is usually assigned during the term or semester and is a typewritten manuscript in which the individual presents his or her findings or views on a chosen topic. Most of the information contained in the paper will reflect the ideas of other people to whom the individual must give credit for all borrowed statements, concepts and ideas. The task is to read on a particular topic; to analyze, evaluate, interpret and summarize the information uncovered; and to arrange the information into a well-focused, and clearly organized paper.

These guidelines are based on the Modern Language Association's MLA Style Manual (MLA 1985) and From Idea to Essay (McCuen 1986). For additional details, one of these two manuals should be consulted. Your instructor will discuss how to use the Learning Resources Center or library, collect materials from a variety of sources, prepare summaries and paraphrase.

BEGINNING THE PAPER

If you don't know where you're going, there are a million ways of getting there. An outline is both a map and series of cues which will provide structure and direction to a research paper. Most writers sketch out the components that they feel their paper should contain and continue to modify that basic

outline as the individual reads on and new ideas come to mind.

As the paper develops, the individual sections or chapters will need to be moved around to ensure that the paper has a beginning, a middle and an end (sequence). From the very beginning, the researcher needs to set how far she or he wants to delve into a subject (scope); if the subject has been well defined from the beginning as reflected in an outline, the modifications of both the paper and outline will be at a minimum. If the topic is too broad, the research could go on forever; if it's too narrow or specialized, there may not be sufficient information to write about. The instructor may assist in the development of an outline; the outline and the paper should normally include several major sections including:

1. The title and any sub-title should reflect the topic, the purpose and scope of the paper. EXAMPLES: Planning a New Home: Floor Plans from Basement to Attic. WW I: the Conditioning of a Warring Mentality. Typewritten matter should be centered between the margins as has been done in this set of guidelines and in the sample title page, these Guidelines page 14; there should be no punctuation at the end of lines on the title page. The title of the paper capitalizes the first letter of each word only. The title appears on the title page, the outline and the first page of the paper. For short essays, a shortened header replaces the title page (see sample on page 15)

Some instructors will require that the paper's thesis appear after the title, separated from it by two lines as in the following example:

Tipping the Scale

A Study of the Politicization of the Supreme Court

2. The outline. On a short paper of 10 to 15 pages, an outline may not be required by the instructor. Where it is required, the outline resembles the page of content of a textbook and will be numbered with upper case roman numerals (I, II, III, VI etc..); any subdivisions of each of these sections will be numbered with capital letters (A, B, C, etc..); further subdivision under capital letters should be further indented and designated with arabic numerals (1, 2, 3, etc..); final sub-division would be further indented and identified with small letters (a, b, c, etc..).

EXAMPLE:

I. Introduction

II. Types of Condensers

A. Air Cooled Condensers

B. Water Cooled Condensers

1. Shell and Coil Type

a. Components and media

2. Tube in Tube Type

a. Components and media

3. Shell and Tube Type

a. Components and media

3. The introduction begins the first real page of the paper; it should repeat a statement of the thesis or purpose of the paper, preview its content, and indicate any limitations of the study. This section should also summarize information on the background or history of the general subject and include a definition of terms used in the paper with which the average reader may be unfamiliar.

4. The main body of the paper, indicating the results and/or status of the specific area which is being researched.

5. Depending upon the nature of the paper, a summary of the results of the study and/or the researcher's conclusions about the subject.

6. A final section is the bibliography, sometimes called Works Cited. Your instructor may prefer to recommend a two part bibliography: 1.) "Works Cited", containing only sources directly quoted, paraphrased or summarized in the paper and copied illustrations and graphics. A second part of the

bibliography, usually called 2.) "Works Consulted", may be included which will list materials used in gathering background information on the topic. (See page 14 for a sample two part bibliography).

TEXT FORMAT

For clarity and readability, the research paper should be typed on a single side of white 8 1/2 x 11 inch paper. The body of the text should be double spaced. Each paragraph is indented five spaces. Your last name should appear before the page number on each numbered page.

The following general measurement guidelines for all pages, including the title page, should be followed:

Allow a one inch margin on all sides of the paper.

All major section headings (topics) are centered and capitalized. Four lines separate major headings from the next line of text. Sub-headings within a section or chapter should be located two spaces below the previous paragraph, two lines above the next paragraph, on the left margin of the paper and underlined.

DOCUMENTATION

Honesty and ethics require that the writer document all sources of information used. In practice, this means that any formal paper which of necessity consists almost exclusively of borrowed material, either summarized or quoted, must show its source at the end of the paragraph summarized or quoted. As long as the author's last name is either imbeded in the paragraph or enclosed in the parenthesis and the page number occurs at the end, the citation is effective. The period goes after the parenthesis and not at the end of the sentence.

This parenthetical notation refers the reader to the bibliographic listing at the end of the paper, entitled "Works Cited". The following, taken from McCuen (1986), is an example of how the parenthetical style treats citations:

For Gilbert Murray, Greek literature has a direct bearing on modern politics, morals, and culture. For instance, in An Unfinished Biography he comments on Euripides: "His contemporary public denounced him as dull, because he tortured them with personal problems; as malignant, because he made them see truths they wished not to see" (155). Murray's name, already given at the beginning of the paragraph, does not need to be repeated. If the writer does not introduce the author in

the paragraph, the name must be included at the end of the quotation along with the page number of the citation this way: "...they wished not to see" (Murray 155).

In a direct quote of more than four lines, use a colon at the end of your text before the quote, drop one line and indent each line of the quotation 10 spaces. The page number within parentheses follows the quoted text by two spaces and a period follows the quote, not necessarily the parenthesis.

EXAMPLE:

Much of the philosophy of Ingersoll would seem to have been reflected in U.S. legislation regarding church/state relationships. Our concern has been that either or both, left to their own ways, might repeat history and recreate the disastrous atmosphere of the inquisition. Ingersoll's central concern, as quoted by Seldes, is that of individual liberty:

> By physical liberty I mean the right to do anything which does not interfere with the happiness of another. By intellectual liberty I mean the right to think and the right to think wrong. My creed: To love justice, to long for the right, to love mercy, to pity suffering, to assist the weak, to forget wrongs and remember benefits, to love the truth, to be sincere, to utter honest words, to love liberty, to wage relentless war against slavery in all its forms....(351)

Any quotation may be shortened at the beginning, the middle or at the end by using an ellipsis. An ellipsis (three periods) is used to indicate omitted unnecessary text; the 4th period ends the sentence as in the above case.

If a quotation from a book, magazine, newspaper, etc.. contains an error, the quote must be given as it is; but directly after the error, add (sic) to indicate that you recognize the error but are not responsible for it.

When you cite to more than one work by the same author, give the author's name, an abbreviated title and the page number; EXAMPLE: One point of view is that all writing is a "deeply personal process, full of mystery and surprise" (Zinsser, Word Processor 96). If you cite to a work with more than one volume, use a colon (followed by a space) to separate the volume number from the pagination: EXAMPLE: (Britannica 6: 468).

BIBLIOGRAPHIC FORMAT

The following is the order of the information to be included in a bibliography for a book, periodical, audiovisual or other resource; if the publication, periodical or audiovisual production seems to be missing an author or other needed bibliographic information, check the Learning Resources Center's electronic catalog under the TITLE of the work. The library

electronic catalog is the authoritative source of bibliographic information for books and audiovisual sources; some publications and productions will have what is called a corporate entry, where the author is really a group, association or agency; others have no author and the title becomes the main entry:

FOR BOOKS:
1. Author's name (last name first)
2. Title (underlined)
3. Place of publication (colon), publisher (comma), and date of publication (period)

Bibliographic notation for encyclopedias and other multi-volume works:

Author (if available), "Title of the article"; Title of the publication. Place of publication: Publisher, year of publication. Volume number: page(s).

EXAMPLES:

Achtert, Walter S. The MLA Style Manual. New York: Modern Language Association of America, 1985.

McCuen, Jo Ray and Anthony C. Winkler. From Idea to Essay. New York: Science Research Associates, 1986.

Bower, Gordon H. "Memory" Encyclopedia Americana. Danbury, CT: Grolier, 1989. 18:678-81.

FOR PRINT MATERIALS OTHER THAN BOOKS:

To cite to a magazine, journal or pamphlet, the procedure is the same as for a book except for minor additional information in the following order: Author, last name first (period) (Space) (open quotation marks) Title of the Article (period) (close quotation marks), Title of the periodical (underlined), volume # (period) issue # within parentheses, season and year or day, month and year followed by a colon and the page numbers separated by a dash and ending with a period as in the following examples:

Baxter, Neale. "Résumés, Application Forms, Cover Letters, and Interviews." Occupational Outlook Quarterly 31.1 (Spring 1987):17-23.

Barbour, Andrew. "Office Romance; Why Administrators are Hooked on Technology; EL's First Annual Survey of Administrative Computing." Electronic Learning 6.7 (April 1987):18-23.

Note that the second and third lines of an entry are double spaced and indented 6 spaces. Additional guidelines on format and style for various specialized citations are provided by McCuen (414-429).

In quoting from a newspaper, make sure you include the section and the page number. **EXAMPLE:** Smythe, Joseph. "Inner City Problems on the Rise." NH Sunday News 15 Nov.1987, D, 2.

Documenting Reprints (Secondary Sources)

Some articles are oftentimes reprinted in various collections and formats because their information is deemed to be extremely important. These reprints are referred to as secondary sources of information.

In documenting a secondary source of information, list:

> 1.) the author, 2.) "title" of the original article (within quotation marks), 3.) the (title) of the original periodical underlined and within parentheses, 4.) the title of the current publication in which the article appears (underlined), 5.) the subtitle of the series (underlined), 6.) the volume, 7.) the article number and 8.) the page(s) (within [brackets] if the pages are not currently numbered.) It is perfectly acceptable for you to assign an appropriate page number to such unnumbered pages as long as it is bracketted.

An article entitled "The innocents of war" by Roger Richards which originally appeared in the (News/Sun Sentinel in 1988 was reprinted unpaginated as Article #8 in Volume 3 of the Human Rights volumes of the Social Issues Resources Series. In order to use that article, it should be cited in the bibliography of your term paper in the following way:

Richards, Roger. "The Innocents of War." (News/Sun-Sentinel) Social Issues Resources Series - Human Rights 3 #8 [2]

FOR AUDIOVISUAL SOURCES:

For film, videotape, televised productions, filmstrip, slide productions, the citation should include in the following order: Title of the production (underscored) the producer, last name first (comma) first name, production company, format

(within parentheses), where produced and year of production. Include as much information as may be available, though some of the information normally expected for publications may be missing in the case of productions. In some formats such as filmstrips, the series of two or more filmstrips will have an overall title while the individual filmstrip will have its own subtitle. In such cases, the citation will be structured somewhat like a periodical citation beginning with the subtitle of the individual filmstrip as in the second example below. Information from the Learning Resources Center's electronic catalog is likely to be most accurate in such citations.

EXAMPLES:

Communicating Non-defensively: Don't Take it Personally, CRM McGraw-Hill Films, (Videotape), NY, 1985.

"The Art of Bookbinding", Insight: Graphics 5, Son-a-vision Inc.., (Sound/filmstrip) Pleasantville NY, 1982.

CHARTS, DIAGRAMS AND ILLUSTRATIONS

Include such material whenever you believe it will help your paper, being careful to indicate the source. It is usually best to photocopy or trace such graphs and graphics so that they may fit within the margins. Each chart, diagram and illustration should be numbered, be referred to as a "Figure" and be given a descriptive

title and appropriate citation of source as in the following example:

Figure 3. Ethnic Groups in New Hampshire (NH STATS. 29). Every graphic should clearly be related to the text and the assigned number should be used whenever referring to the illustration. Graphics which are too large for the paper may be photographically reduced, rather than cut up, as long as they remain legible.

PAGINATING THE PAPER

The introductory pages (outline) should be numbered in lower case roman numerals (i, ii, iii, iv, etc..) at the upper right hand corner of the page, approximately 1/2 inch from the top of the page. The title page is neither counted nor numbered.

Number the remaining pages, including text, full page illustration(s), appendices such as lengthy tabulations, and bibliography, with arabic numerals at the upper right hand corner, 1/2" from the top of the page. Begin the numbering with 1 and run your numbers consecutively to the end of the paper. There should be no punctuation of any type on either side of the page numbers.

(12 spaces)

Title

Centered & first letter of each word capitalized

(4 spaces)

Term Paper

(4 spaces)

Presented in Partial Fulfillment of the

Requirements for

Title of the Course

at the

New Hampshire Technical College

Manchester, New Hampshire

(4 spaces)

by

(4 spaces)

Your Name

(4 spaces)

Date Submitted

Sample, short Essay, first page Heading

Mrs. Ishcabible
Welding 103
Charles Brown
January 12, 1996

(Title of the Paper)

(TAB to begin your first paragraph)

Essays and other short papers normally consist of personal experiences and/or opinnions and may not require a bibliography or other documentation. Your last name should appear before the number of the page from page 2 on.

On the Learning Resources Center's Wang OIS (Office Information System) word processors, the format for term papers and essays has been set up on library G (general) while résumés and cover letters should use library L (letters). Format differences include spacing, margin and tab settings and print spacing.

Sample OPTIONAL Page of Content form i

Guidelines for Term Papers

N.H. Technical College at Manchester

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SAMPLE BIBLIOGRAPHY

WORKS CITED

Achert, Charles S. A personal Interview. Manchester, N.H. December 5, 1992.

Bower, Gordon H. "Memory" Encyclopedia Americana. Danbury, CT: Grolier, 1989. 18:678-81.

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A.P.A. Publication Manual. Washington D.C.: American Psychological Association, 1974.

Hutton, Ted. "Southern Comfort; Ample Ventilation and Heat-shedding Construction Details in a Passively Cooled South Florida Home." Fine Homebuilding 40 (Je/Jl 1987) 73.

Kegerreis, Sam and Terry Wetherald. "The Utilization of Functional Progressions in the Rehabilitation of Injured Wrestlers." Athletic Training 22 (Spring, 1987) 32.

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Strunk, William Jr., & E.B. White. The Elements of Style. New York: Macmillan, 1972.

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